

ACT State Testing Checklist of Dates

Standard Time Testing

April 24, 2012 – Initial Test Date
May 8, 2012 – Makeup Test Date

Accommodations Testing

ACT-Approved and State-Allowed Accommodations
April 24 – May 8, 2012 – Testing Window

<input type="checkbox"/>	Week of October 31, 2011	Test Center Establishment Packets mailed to high school principals and informational copies mailed to System Test Coordinators. Principals should distribute individual establishment packets to the appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator (which includes accommodations procedures, a copy of the request form(s), and information about the accommodations training video).
<input type="checkbox"/>	November 7 – 18, 2011	Window for ACT to receive required Online Profile Principal Establishment Form and for Principal to appoint Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	November 21 – December 9, 2011	Window for ACT to receive required Online Profile Establishment Forms from appointed Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator.
<input type="checkbox"/>	December 14, 2011	Deadline for ACT to receive <i>Proposal for Off-Site Administration</i> , if standard testing requirements cannot be met at your school.
<input type="checkbox"/>	January 2012	Test Administration Training sessions – All appointed Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators are <u>required</u> to attend (District Assessment Coordinators are invited, but not required to attend).
<input type="checkbox"/>	January 27, 2012	Deadline for ACT to receive <i>Requests for ACT-Approved Test Accommodations</i> with accompanying documentation for students enrolled at the school as of <u>January 1</u> .
<input type="checkbox"/>	March 9, 2012	Deadline for ACT to receive: <ol style="list-style-type: none"> <i>Request for ACT-Approved Test Accommodations</i> with accompanying documentation for students new to school between <u>January 1</u> and <u>March 9</u>. <i>Application for State-Allowed Accommodations</i> for students who did not first apply for ACT-Approved Accommodations (applies to both students enrolled as of <u>January 1</u> and any students new to the school, or newly classified as 11th graders, between <u>January 1</u> and <u>March 9</u>).

*Please refer to the Supervisor's Manual
for detailed testing requirements, policies & procedures*

<input type="checkbox"/>	Week of March 12, 2012	Preliminary Accommodations Roster for ACT-Approved Accommodations arrives at school with instructions for Test Accommodations Coordinator to review accommodations, timing code and the test format approved for each student. Test Accommodations Coordinator must contact ACT with questions or changes by <u>March 26</u> . No response indicates school agrees the roster and test format are accurate.
<input type="checkbox"/>	Week of March 12, 2012	Test Supervisor receives Non-Secure materials shipment – includes: answer documents, barcode labels, and copies of Supervisor’s Manual and <i>Taking the ACT</i> .
<input type="checkbox"/>	Week of March 26, 2012	Preliminary Accommodations Roster for State-Allowed Accommodations arrives at school with instructions for Test Accommodations Coordinator to review the test format for each student. Test Accommodations Coordinator must contact ACT with questions or changes by <u>March 30</u> . No response indicates school agrees the roster and test format are accurate.
<input type="checkbox"/>	March 30, 2012	<p>Deadline for ACT to receive:</p> <ol style="list-style-type: none"> 1. <i>Application for State-Allowed Accommodations</i> for students denied ACT-Approved Accommodations. 2. School requests for transfer students previously accounted for (<u>both</u> ACT-Approved and State-Allowed) from one school in Montana to a different school. All such requests must be submitted on a transfer form, posted on the state website. 3. Information in response to previous requests for missing information to support on-time <i>Request for ACT-Approved Test Accommodations</i> or <i>Application for State-Allowed Accommodations</i>. 4. <i>Application for State-Allowed Accommodations by fax</i> for students new to school between <u>March 9 and March 30</u>. 5. Requests <u>by fax</u> due to rapid onset medical emergencies that become known by March 30. 6. <i>Application for State-Allowed Accommodations</i> for students who have a newly identified disability between <u>March 9 and March 30</u>. 7. <i>Application for State-Allowed Accommodations</i> for students not included on Preliminary Accommodations Roster.

<input type="checkbox"/>	Mid-March – April 23, 2012	<ol style="list-style-type: none"> 1. Window for schools to hold supervised sessions for all students to complete identifying and non-test portions of the answer document (these sections may not be completed on test day). 2. School staff affix barcode labels and complete ACT HS Code on answer documents (if applicable). 3. Test Accommodations Coordinator must arrange to receive partially completed answer documents from Test Supervisor for students testing with accommodations. 4. Test Supervisor, Back-up Test Supervisor, Test Accommodations Coordinator train Room Supervisors and Proctors. 5. Schools finalize arrangements to meet standard testing requirements (turn off bells and PA system, isolate testing from other school activities, create rosters, etc.).
<input type="checkbox"/>	Week of April 16-20, 2012	<p>Test Supervisor receives Secure Standard Time test materials shipment for INITIAL testing.</p> <p>Schools on break the <u>week of April 16-20</u> will receive this shipment the <u>week of April 9-13</u>.</p> <p>Upon receipt, check-in all materials and place in locked storage.</p>
<input type="checkbox"/>	Week of April 16-20, 2012	<p>Test Accommodations Coordinator receives Secure Accommodations shipment of:</p> <ol style="list-style-type: none"> 1. ACT-Approved Accommodations materials including: <ol style="list-style-type: none"> a. Final roster of ACT-Approved Accommodations and student letters (will not include any late requests). b. ACT-Approved alternate format test materials, such as large type, audio DVD, audiocassette, and Braille. 2. State-Allowed Accommodations materials including: <ol style="list-style-type: none"> a. Final roster of State-Allowed Accommodations. b. State-Allowed alternate format test materials, such as large type, audio DVD, and audiocassette. <p>Schools on break the <u>week of April 16-20</u> will receive these shipments the <u>week of April 9-13</u>.</p> <p>Upon receipt, check-in all materials and place in locked storage.</p>
<input type="checkbox"/>	April 23, 2012	<p>Testing Staff</p> <ol style="list-style-type: none"> 1. Remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Remind students <u>NOT</u> to bring cell phones or other electronic devices (e.g., iPods, MP3 players). 2. Test Supervisor and Back-Up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.

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for detailed testing requirements, policies & procedures*

<input type="checkbox"/>	April 24, 2012	Initial Test Date Reminder: no lunch break during testing. 1. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	April 24 – May 8, 2012	Accommodations Testing Window
<input type="checkbox"/>	April 25, 2012 No later than (5:00 PM Central Time) –	Deadline for ACT to receive Online Makeup Order Form for Standard Time test materials.
<input type="checkbox"/>	April 25, 2012	Initial Test Date materials pickup CONTACT ACT AT 800/553-6244 ext. 2800 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS.
<input type="checkbox"/>	May 1 – 3, 2012	Test Supervisor receives Secure Standard Time test materials shipment for MAKEUP testing. Upon receipt, check-in all materials and place in locked storage.
<input type="checkbox"/>	May 3 – 7, 2012	Window for schools to hold supervised sessions for all applicable students to complete identifying and non-test portions of the answer document (these sections may not be completed on test day). Unused answer documents from the Initial Test Date may be used for the Makeup Test Date.
<input type="checkbox"/>	May 8, 2012	Makeup Test Date 1. Reminder: no lunch break during testing. 2. After testing, prepare test materials for return to ACT.
<input type="checkbox"/>	May 9, 2012	Makeup & Accommodations test materials pickup CONTACT ACT AT 800/553-6244 ext. 2800 IF YOU HAVE TROUBLE WITH SCHEDULED PICKUPS.
<input type="checkbox"/>	May 11, 2012	Schools are responsible to ensure <u>all</u> test materials have been shipped back to ACT no later than <u>May 11, 2012</u>. Failure to return materials on time following procedures outlined in the Supervisor's Manual may result in answer documents not being scored.

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